G. R. S. IX-5]

Previous references.

S.M. 146-17
Ks 4+3

1921

(Pt.)

Serial Nos

Later references.

Pt 33-21 (145+167)
Pts Scp 9-26
Cl 37-26-7018
P.S. Secretariat 27 28 29)
" 4—28 (9.10+11)
91-28 (1)
57-30 (1+2)
" 12-31 Cl 8.
Pts 26-33 Ks 1-4.
" 29-34 " 9+11
4-36 " 31, 38
109-41- 1-5, 8

23-7-9

Pt 27 C

GENERAL AND REVENUE SECRETARIAT

W/4

1926

Serial Nos. In-9

Part B for March 1922

SUBJECT.

Economical use of stationery

St 4) To

The Heads of Depts
" Supdt Govt Press
" Comptr Accts &c
" Secretaries to Govt
G. 22006-6-3/20 5.21

G. R. S. III-2,

General and Revenue Secretariat. | P&S File No. 7 of 1920

Serial No.

Extract from Budget file (G.F.216-19)—

16. Stationery and Printing.

for 1921-22

For cost of printing paper and stationery, the Comptroller has allowed Rs.2½ lakhs, but the - Superintendent wants Rs.1¾ lakhs in addition. We ar trying to effect economies wherever possible and - consumption of paper and stationery is an item which should lend itself to considerable curtailment. It is well known that there is much waste of stationery and paper and real economy can be effected only by limiting the su I would therefore propose that the supply of all kinds of paper and stationery to all departments may be reduced by at least 25% - without listening to any protest. Unless economy is enforced with a high hand, it will not be possible to reduce expenditure. I would in these circumstances not only not allow the addition the - Superintendent has asked for but would propose the reduction of the grant to Rs.2 lakhs. In support my proposal, I may draw attention to the actuals i the years 1919-20 and 1918-19 in which the level o expenditure was about Rs.2 lakhs.

For piece-work, the Comptroller has allowed -- Rs.34,000 but the Superintendent wants Rs.26,000 - more and the only argument he urges is that the -

Serial No.

monthly expenditure averages about Rs.7,000 now. I think, as in the case of consumption of paper and stationery, some effective limitation on the - matter to be printed must also be placed. There is no reason why matter which is not of enduring or - permanent interest should be printed at all. Here again, we have to create an atmosphere of economy and that can be done only by refusing to print - matter which owing to its ephemeral character does not deserve to be enshrined in print. In such circumstances I would not only not pass the addition of Rs.26,000 but limit the provision to Rs.50,000 and cite in support of my proposal the actuals in the years 1918-19, 1919-20, which were about half a lakh or less than that sum even.

For over-time, the Comptroller has allowed -- Rs.4,000 but the Superintendent wants Rs.500 in - addition. I think no addition is needed.

For cost of electric power, the Superintendent wants Rs.1,500 in addition. This may be allowed. If the consumption of power is less, the cost will automatically be less.

For purchase of machines, it has been decided that Rs.18,000 should be allowed for Kannada - matrics already ordered for. It has also been - decided after discussion that the Superintendent -

Serial No..

should not place any orders for more machinery. We cannot afford to purchase any more machinery and it is not possible to provide funds for any other machinery.

For purchase of materials and type, the Comptroller has provided Rs.20,000 but the Superintendent wants Rs.1500 in addition. The purchase of material and type is going on endlessly year after year and in view of the very stringent condition of next year it is necessary to substantially reduce this demand and limit it to what may be absolutely necessary to replace the worn out types and materials. The grant may be reduced to Rs.10,000.

The Superintendent wants a provision of 1,440 for special Binding establishment for doing the University Work. The number of hands in the Press has been very largely increased allowing for two shifts and this work may be arranged to be attended to without a special establishment

G. R. S. III-2.

General and Revenue Secretariat.

P&S File No. 7 25256 P&S of 19 20.

Serial No.

Agree.

Intd. M.K.
27-4-21.

2 The above extract is forwarded to the Civil Secretariat for taking necessary action for enforcing economy, as

Yours obedt. servt.

Secretary to Govt.

3
Subd. with refce.

Orders are being issued from time to time on the matter of Economy in the use of Stores. In view of the order recently issued (vide Flag E) it is for orders whether any further

R. S. III-2)

General and Revenue Secretariat. | 1/48 File No. 7 of 19 20

Serial No.	
3	To The Supdt Govt. Stationery " Heads of Depts " Dy Comrs of Dts " Secys to Govt No. G. 21945-22005 dy. 20.8.21 Issues instructions to economise the use of articles of Stationery during 1921-22 so that the grant may be limited to 2 lakhs of rupees
4	To the Supdt Govt Printing. " Comptroller " Heads of Depts " Dy Comrs of Dts " Secys to Govt 22006 - 22066 dy 20-5-21. Issues instruction ~~not~~ regulating the style of binding different Classes of books and 9 Copies of the above Government orders are under submission ~~to~~ Registry separately.

Proceedings of the Government of
H.H. the Maharaja of Mysore.

ORDER. No. 21945-22005/PW7-20-3
87-20-S-21

During the last 6 years, Government have from time to time issued various instructions for the economical use of stationery in Government Offices The cost under stationery has nevertheless steadily risen owing partly to the increase in the number of offices and partly to increase in the prices of stationery articles. Government consider that a further attempt should now be made to economise under this head, so that the grant for stationery during 1921-22 may be limited to 2 lakhs of rupees ~~and the increase in the cost under under "Government Press" might be checked.~~

They are accordingly pleased to issue the following instructions consolidating at the same time all those previously issued in the matter.

I. Limitations in the use of articles of superior quality.

(i) The supply of Machine-made paper will be limited ~~only~~ to the Secretariats and the offices of Heads of Major Departments and Deputy Commissioners of Districts.

(ii) The supply of "Red Seal" envelopes and Note Paper will be limited for the personal use of the Dewan and the Members of Council only.

(iii) 1st quality note paper and -- - envelops to match will be supplied for the use of the Secretaries and the Heads of Major Departments only.

(iv) 2nd quality note paper and - - - envelopes to match will be supplied for the use of Deputy Commissioners, and Heads of major Departments and of the Secretariats and the offices of the Heads of Major Departments

(v) No note paper will be supplied to other officers and offices, but combined letter envelopes will be supplied instead

(vi) Pen knives will be supplied only to Heads of offices and to mutchis and not to every officer and official.

(vii) Green baize will be issued only to the tables of Gazetted officers and other Heads of offices.

(viii) Candle shades will be issued only at the rate of 1 per head of office and one for every full set of 5 clerks, subject to a maximum of 4 candleshades for any one office.

II. Discontinuing the supply of articles of luxury or unnecessary articles.

(i) The supply of Europe Twine

(ii) Large scissors

(iii) Ebony inkstands.

(iv) Straps

(v). Seals

(vi) Hones

(vii) Letter scales

viii) Quills

(ix) Cloth lined paper

(x) Costlier kinds of nibs (such as relief nibs, Review nibs, Camel nibs and bull pointed nibs) will be discontinued.

III. Revised rates of issue of articles of periodical supply.

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consumed in 1919-20 or 1918-19 which is lower. In the case of new offices, the supplies will be proportionately reduced with reference

V. More economical use of stationery in Public offices.

(i) Service post cards should be more largely used by all officers, including those at Head quarters for short routine communications such as acknowledgments, reminders &c.

(ii) Both sides of the paper should be used for writing upon, in all offices, in all cases and for all communications

(iii) Short communications should be sent in quarto (one-fourth of a foolscap sheet) Even longer communications should be sent in quarto, if they can be completed on ~~both~~ the two sides of ~~the~~ a quarter sheet.

(iv) In offices where note paper with 4 pages is supplied and used one communication should be written on the 1st, 2nd, 3rd and 4th sheets consecutively, and where the first two sheets only are used, the other half should be cut and used for another communication.

(v) When a communication is received merely seeking supply of some information or of some book or is of a routine nature reply to it is not required for office reference; the reply should be written on the communication itself and despatched.

(vi) The spare space on incoming letters should whenever possible, be utilised for brief office notes and for drafting replies.

(vii) The use of typewriting paper

should be resorted to only when absolutely necessary and never when less than four copies have to be made.

(viii) The practice of using an extra sheet for docketing letters should be - -- avoided, the docket being entered on the outer paper of the communication itself.

(i) The practice of binding in full leather/a few copies of some books printed for purposes of presentation at the Government Press should be discontinued.

(ii) Gilt lettering which is resorted to rather too freely should also be discontinued.

(iii) The highest class of binding that should be done at the requisition of any Department of Government will be full-calico with leather back and corners. This should be asked for only in respect of valuable and important books or registers of permanent reference.

(iv) Full Calico is all that should be used for valuable or important books.

(v) All other books, special copi

all periodical publications and registers required to be preserved for 3 years or more need be bound only in card board with calico bac

(vi) Ordinarily copies of periodical publications should be bound with paper covers and calico back if they contain over 100 pages

(vii) In all other cases, only paper cover and back should ~~alone~~ be used.

(viii) Binding charges will be disallowed in the contingent bills of all offices. The mutchis in each office should prepare covers and do all ordinary binding including those of registers of temporary use.

2. Binding in full leather with gilt lettering should be undertaken only on the requisition of the Board or Huzur by Highness the Maharaja, in ~~case~~ cases they ~~can~~ come to hand.

Chief Secretary to Govt.

16/5/24

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

No. G. 22006-65—P. & S. 7-20-4, DATED 20TH MAY 1921.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Government Order No. G. 3267-3304—G. M. 153 of 1903-04, dated the 14th December 1904, laying down instructions for regulating Binding work in the Government Press.

Order No. G. 22006-65—P. & S. 7-20-4, dated 20th May 1921.

With a view to reduce the expenditure incurred for Binding" in Government Offices and to regulate the style of binding for the different classes of registers, books and publications, Government are pleased to issue the following revised instructions: —

(i) The practice of binding in full leather for purposes of presentation a few copies of some books printed at the Government Press should be discontinued.

(ii) Gilt lettering which is resorted to rather too freely should also be discontinued.

(iii) The highest class of binding that should be done at the requisition of any Department of Government will be full-calico with leather back and corners. This should be asked for only in respect of valuable and important books or registers of *permanent* reference.

(iv) Full calico is all that should be used for valuable or important books.

(v) All other books, special copies of all periodical publications and registers required to be preserved for three years or more, need be bound only in card board with calico back.

(vi) Ordinary copies of periodical publications should be bound with paper covers and calico back if they contain over 100 pages.

(vii) In all other cases, only paper cover and back should be used.

(viii) Binding charges will be disallowed in the contingent bills of all offices. The mutchls in each office should prepare covers and do all ordinary binding including those of registers of temporary use.

2. Binding in full leather with gilt lettering should be undertaken only on the requisition of the Private or Huzur Secretaries to His Highness the Maharaja, the Chief Secretary to Government or the Private Secretary to the Dewan.

Offg. Chief Secy. to Govt.

To—The Superintendent, Government Printing.
The Comptroller to Government.
The Heads of Departments.
The Secretaries to Government.
The Deputy Commissioners of Districts.

Exd.— C. R.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

No. G. 21945-22005—P. & S. 7-20-3. DATED 20TH MAY 1921.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS

Order No. G. 21945-22005—P. & S. 7-20-3, dated 20th May 1921.

During the last six years, Government have from time to time issued various instructions for the economical use of stationery in Government Offices. The cost nder stationery has nevertheless steadily risen owing partly to the increase in the umber of offices and partly to increase in the prices of stationery articles. Government consider that a further attempt should now be made to economise under this head,) that the grant for stationery during 1921-22 may be limited to 2 lakhs of rupees.

They are accordingly pleased to issue the following revised instructions consolidating at the same time all those previously issued in the matter.

I. Limitation in the use of articles of superior quality.

(i) The supply of Machine-made paper will be limited to the Secretariats and ıe Offices of Heads of Major Departments and Deputy Commissioners of Districts.

(ii) The supply of "Red Seal" envelopes and Note Paper will be limited for ıe personal use of the Dewan and the Members of Council only.

(iii) First quality note paper and envelopes to match will be supplied for the se of the Secretaries and the Heads of Major Departments only.

(iv) Second quality note paper and envelopes to match will be supplied for ıe use of Deputy Commissioners, and Heads of Major Departments and of the ecretariats and the Offices of the Heads of Major Departments.

(v) No note paper will be supplied to other officers and offices, but combined tter envelopes will be supplied instead.

(vi) Penknives will be supplied only to Heads of Offices and to mutchis and ot to every officer and official.

(vii) Green baize will be issued only to the tables of Gazetted Officers and :her Heads of Offices.

(viii) Candle shades will be issued only at the rate of one per Head of Office and ıe for every full set of five clerks, subject to a maximum of four candle shades for any ıe office.

No. 21945-22005—P. & S. 7-20-3, DATED 20TH MAY 1921.

III. THE FOLLOWING REVISED RATES WILL BE ADOPTED FOR THE ISSUE OF ARTICLES OF PERIODICAL SUPPLY.

PER ANNUM.

	Blacklead pencils	Coloured pencils	Black ink powder	Red ink powder	Pen-holders
Heads of Offices and Gazetted Officers	4	2	3 packets per officer or official	1 packet per two officers or officials.	2
Managers, Accountants, Clerks, etc. ...	3	...			2
Mutchis	2	...			1

PER MONTH.

	Nibs	Blotting paper
Heads of Offices and Gazetted Officers	4	2
Managers, Accountants and Clerks, etc.	3	1
Mutchis	3	1

IV. REDUCED SUPPLIES OF OTHER ARTICLES FROM STATIONERY DEPOT.

In regard to all articles not supplied according to the scales above mentioned, the Superintendent will supply in fulfilment of the indent for 1921-22 only 75 per cent of the quantities shown as consumed in 1919 20 or 1918-19 whichever is lower. In the case of new offices, the supplies will be proportionately reduced with reference to the indents.

V. MORE ECONOMICAL USE OF STATIONERY IN PUBIC OFFICES.

(i) Service post cards should be more largely used by all officers, including those at headquarters for short routine communications such as acknowledgments, reminders, etc.

(ii) Both sides of the paper should be used for writing upon, in all offices, in all cases and for all communications.

(iii) Short communications should be sent in *quarto* (one-fourth of a foolscap sheet). Even longer communications should be sent in quarto, if they can be completed on the two sides of a quarter sheet.

(iv) In offices where note paper with 4 pages is supplied and used the communication should be written on the 1st, 2nd, 3rd and 4th sheets consecutively, and where the first two sheets only are used, the other half should be cut and used for another communication.

(v) When a communication is received merely seeking supply of some information or of some book or is of a routine nature and the reply to it is not required for office reference; the reply should be written on the communication itself and despatched.

(vi) The spare space on incoming letters should, whenever possible, be utilised for brief office notes and for drafting replies.

(vii) The use of typewriting paper should be resorted to only when absolutely necessary and never when less than four copies have to be made.

(viii) The practice of using an extra sheet for docketing letters should be avoided, the docket being entered on the outer paper of the commuication itself.

Offg. Chief Secy. to Govt.

To—The Superintendent, Government Stationery Depot.
The Heads of Departments.
The Secretaries to Government.
The Deputy Commissioners of Districts.

Eyd.—C. R.